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**Job Description**

**Job title:** Teacher of Computer Science

**Reports to:** Head of Department, and ultimately the Headmaster

**Responsible for:** No posts

**Job purpose:** To teach such pupils and subjects as may be required by the Headmaster in accordance with the timetables, policies and schemes of work laid down by the School.

**Main duties and responsibilities:**

* To teach lessons as directed by the Head of Department, according to the departmental schemes of work, as indicated by the timetable prepared by the Deputy Head-Curriculum
* To participate in the development of schemes of work and other appropriate syllabus-related materials
* To assist with the setting and marking of internal exams as directed by the Head of Department for A level
* To set and mark homework according to the published homework timetable and in line with departmental policy
* To write reports on pupils according to the report schedule published each term
* To attend all departmental meetings and Common Room meetings
* To attend evening parents’ meetings for year groups that they teach
* To be attached to a House. This involves taking morning registration every day, Monday to Friday, and assuming tutorial responsibility for a group of pupils within the house, as directed by the Housemaster or Housemistress
* To carry out regular school duties, as detailed in the published duty rota
* To attend one Saturday Detention Supervision (half-day) each year
* To set high standards of dress, attendance and punctuality
* To participate in the extra-curricular programme of the school
* To be available to take extra lessons to cover for absent colleagues as indicated by the published ‘Locum Tenens’ rota.
* To take part in the school staff appraisal scheme, and to keep up with the professional developments within teaching
* To perform other duties as agreed with the Headmaster

**General responsibilities**

* Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times.
* Attends Royal Russell Day and Open Day as required.
* Displays correct staff identification at all times whilst on site.
* Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
* Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
* Carries out any other reasonable duties as requested by the Headmaster.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**Person Specification – Teacher of Computer Science**

**Experience**

* Experience of teaching Computer Science from KS3 through to A level
* Programming experience
* Excellent practitioner and advocate of modern teaching and learning methods

**Qualifications**

* A good honours degree in Computer Science or related subject with QTS

**Knowledge**

* A good understanding of the subject matter and the latest developments in the teaching of Computer Science
* Able to embrace new technologies

**Skills and abilities**

* Evidence of Continued Professional Development
* Good communication and presentation skills
* Strong organisational skills
* Excellent ICT skills in Microsoft Office Packages
* Working knowledge of IWB’s
* Commitment to, and experience of using a range of teaching styles and methods
* Numerate with a high standard of written and spoken English
* An understanding of child protection and safeguarding
* A willingness to participate in the wider co-curricular life of the school
* An empathy and enthusiasm for the Christian ethos of the school.
* An enthusiastic and positive attitude about learning and teaching
* Ability to build good relationships with parents and colleagues
* Ability to work well within a team
* Self-motivated and versatile
* Pro-active, making suggestions for improvement and change
* Demonstrates an understanding of the independent education sector
* Possess a sense of humour!